



Hands On Tech
Agency Training Manual

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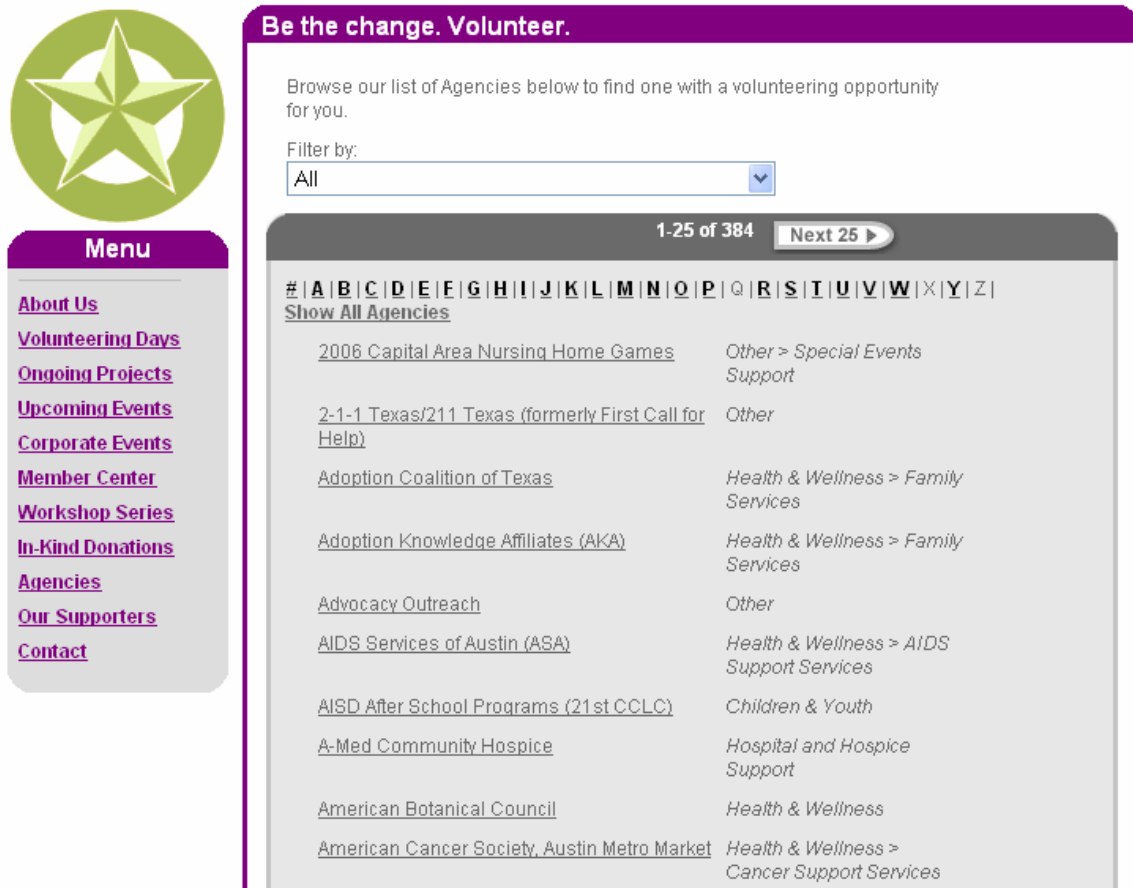
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Getting Started

If your agency had an account on Volunteer Solutions you likely already have an account in Hands On Tech. If your agency recently created an account on Volunteer Solutions you may need to be added to Hands On Tech.

1. To find out if your organization is already registered go to www.handsoncentraltexas.org.
2. Click on **Agencies** in the left-hand menu bar.
3. Click on **Go** under the **Browse Agencies** heading.
4. Click on the letter your agency name starts with. If you can't find it – is there another name or word that your agency name might be registered under?



The screenshot shows a web interface for finding volunteer agencies. On the left is a purple menu with a green star logo and links for About Us, Volunteering Days, Ongoing Projects, Upcoming Events, Corporate Events, Member Center, Workshop Series, In-Kind Donations, Agencies, Our Supporters, and Contact. The main content area has a purple header "Be the change. Volunteer." and a search filter set to "All". Below the filter is a table of agencies with 1-25 of 384 results shown. The table lists agency names and their categories.

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
	Show All Agencies																									
	2006 Capital Area Nursing Home Games													Other > Special Events Support												
	2-1-1 Texas/211 Texas (formerly First Call for Help)													Other												
	Adoption Coalition of Texas													Health & Wellness > Family Services												
	Adoption Knowledge Affiliates (AKA)													Health & Wellness > Family Services												
	Advocacy Outreach													Other												
	AIDS Services of Austin (ASA)													Health & Wellness > AIDS Support Services												
	AISD After School Programs (21st CCLC)													Children & Youth												
	A-Med Community Hospice													Hospital and Hospice Support												
	American Botanical Council													Health & Wellness												
	American Cancer Society, Austin Metro Market													Health & Wellness > Cancer Support Services												

Registration

1. Click on **Agencies** in the left-hand menu bar.
2. Click **Go** under **Becoming a Partner or Referral Agency**



Menu

- [About Us](#)
- [Volunteering Days](#)
- [Ongoing Projects](#)
- [Upcoming Events](#)
- [Corporate Events](#)
- [Member Center](#)
- [Workshop Series](#)
- [In-Kind Donations](#)
- [Agencies *](#)
- [Our Supporters](#)
- [Contact](#)

Be the change. Volunteer.



Becoming a Partner or Referral Agency

Would you like to be affiliated with Hands On Central Texas? Click Go to get started.

Go ▶

Browse Agencies:

View our list of agencies that are partnered with Hands On Central Texas and check out all the projects they have to offer.

Go ▶

3. Fill in your agency's information



Menu

- [About Us](#)
- [Volunteering Days](#)
- [Ongoing Projects](#)
- [Upcoming Events](#)
- [Corporate Events](#)
- [Member Center](#)
- [Workshop Series](#)
- [In-Kind Donations](#)
- [Agencies](#)
- [Our Supporters](#)
- [Contact](#)

Be the change. Volunteer.

Would you like to become one of our partners? Complete the information below and send it to us. We'll get in touch with you.

Step 1 of 4

Agency Name *

Agency Mission or Description *

Web Site

Agency Representative

First Name *

Last Name *

Title *

Phone Type *

Phone Number *

Extension

Email Type *

Email Address *

Next ▶

4. You will receive an email confirming your registration has been received.

Now that you're registered...

All other activity will be done through the admin site at admin.handsoncentraltexas.org.

Logging in

Go to admin.handsoncentraltexas.org

Your username is your email address

To retrieve your password go to www.handsoncentraltexas.org and click on Member Center.


Enter your email address in the text box below the "Forget Your Password?" heading and click on "Email my Password Now".

Projects

Add a New Ongoing Project

1. Click on **My Projects** on the left-hand navigation menu.
2. Click on **Browse** or **Search** to check the list of projects for this agency. If your project already exists, click on that project and refer to the Add an Occurrence section to continue.

Note: Projects that have been submitted will not appear in your list of projects until they have been approved by a Hands On Central Texas staff member.



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Welcome to the Hands On Central Texas Site, Hands On Test ([log off](#))

MY PROJECTS


[Browse My Projects](#)

browse

Menu

- My Projects
- Browse
- Search
- Manage
- Recent Items

Test One-time Ful...

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View All
Show Projects with Names beginning with:
#|A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z

1 - 3 of 3 1-3: Test-Test ▾

▲ Test One-time Email Sign-Ups Test One-time email description ...more Agency: Test Impact Area: Other Program Area: Ongoing Referrals	Status: Active	Next Occurrence: July 21, 2006 (Fri.)
▲ Test One-time Full Sign-Ups Test One-time full sign-ups description ...more Agency: Test Impact Area: Other Program Area: Ongoing Referrals	Status: Active	Next Occurrence: July 20, 2006 (Thu.)
▲ Test Ongoing Project Test ongoing description ...more Agency: Test Impact Area: Other Program Area: Ongoing Referrals	Status: Active	(Ongoing Referral)

1 - 3 of 3 1-3: Test-Test ▾

Icon Key

▲ = Referral Project

3. If this is a new ongoing project, click on **Manage** on the left-hand navigation menu. Select **Create a new project** from the drop-down menu and click **Select**.

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MY PROJECTS Manage Projects

Manage Projects

Menu

- My Projects
- Browse
- Search
- Manage


Agency *
Test

Project *
- Create a new project - Select

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Hands On NETWORK

4. Enter project information using the following guidelines and restrictions.

- Project Name – Enter project name
- Special Event Association – Does not apply
- Project Type – Select Email Sign-Ups (Ongoing)
- Project Description – Enter a summary of the project
- Impact Area – This is a required field. Select the impact area that best matches the project.
- Age Restrictions – The system default is 18. Change according to agency or project requirements.
- Email Only Referral Contacts – Check the box if the contact is the default agency email-only contact. If another staff member is the contact for this project leave the check box blank and enter their contact information in the provided fields.
- Start Date of Ongoing Project – Enter date you will begin accepting volunteers
- End Date of Ongoing Project – Enter last date you will be accepting volunteers OR one year from start date.
- Location – Select project location from drop-down box or Add New Address
- Project Attributes – Check all volunteer groups that may participate in this project
- Project Skills – Check all skills that are needed for this project
- Project Interests – Check all interests that apply to this project
- Click **Submit**.



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MY PROJECTS Edit Project

Edit Project

Menu

- My Projects
- Browse
- Search
- Manage

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Step 1

Agency: Test

Project Name * Enter the full title of the project

Special Event Association

Choose Special Event

Project Type *

Email Sign-Ups (Ongoing) ▼

Project Description * Enter a summary of the project.

Impact Area * Choose one impact area to be associated with the project.

- Select - ▼

Age Restrictions

Minimum Age:

Disability Tracking Allow volunteers with disabilities to request additional accommodations for this project after signing up.

Allow volunteers to request disability accommodations.

Email Only Referral Contacts

Use default agency email-only contact

Email-Only Contact Name: Enter the name of the person who will receive email-only signup notifications.

Email-Only Signup Address: Enter the email address that email-only notifications should be sent to.

Add a New One-Time Project

1. Click on **My Projects** on the left-hand navigation menu.
2. Click on **Browse** or **Search** to check the list of projects for this agency. If your project already exists, click on that project and refer to Add an Occurrence section to continue.
3. If this is a new one-time project, click on **Manage** on the left-hand navigation menu. Select **Create a new project** from the drop-down menu and click **Select**.
4. Enter project information using the following guidelines and restrictions.


Full Sign-Ups

- Select Full Sign-Ups if you would like to use Hands On Tech to manage your volunteer sign-up.
- Project Name – Enter project name
- Special Event Association – Does not apply
- Project Type – Full Sign-Ups
- Impact Area – This is a required field. Select the impact area that best matches the project.
- Attendance – Enter the minimum and maximum number of volunteers needed to make this project successful.

- Age Restrictions – The system default is 18. Change according to agency or project requirements.
- Project Attributes – Check all volunteer groups that may participate in this project
- Project Skills – Check all skills that are needed for this project
- Project Interests – Check all interests that apply to this project
- Click **Continue**.
- Date of Project Occurrence – Enter the date of the project occurrence.
- Start/End Time – Enter start and end times for the project occurrence
- Location – Select project location from drop-down box or Add New Address
- Click **Submit**.

Email Sign-Ups (Specific Date)

- Select Email Sign-Ups (Specific Date) if you want to manage volunteer sign-up yourself.
- Project Name – Enter project name
- Special Event Association – Does not apply
- Project Type – Email Sign-Ups (Specific Date)
- Project Description – Enter a summary of the project
- Impact Area – This is a required field. Select the impact area that best matches the project.
- Age Restrictions – The system default is 18. Change according to agency or project requirements.
- Email Only Referral Contacts – Check the box if the contact is the default agency email-only contact. If another staff member is the contact for this project leave the check box blank and enter their contact information in the provided fields.
- Project Attributes – Check all volunteer groups that may participate in this project
- Project Skills – Check all skills that are needed for this project
- Project Interests – Check all interests that apply to this project
- Click **Continue**.
- Date of Project Occurrence – Enter the date of the project occurrence.
- Start/End Time – Enter start and end times for the project occurrence
- Location – Select project location from drop-down box or Add New Address
- Click **Submit**.



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MY PROJECTS


Edit Project

Edit Project

Menu

- Special Events
- My Projects
- Browse
- Search
- Manage

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Step 1

Agency: Test

Project Name * Enter the full title of the project

Special Event Association

Project Type *

Full Sign-Ups ▼
 - Select -
 Full Sign-Ups
 Email Sign-Ups (Specific Date)
 Email Sign-Ups (Ongoing)

Enter a summary of the project.

Impact Area * Choose one impact area to be associated with the project.

Attendance

Minimum * Maximum *

Enter the minimum and maximum range for attendance.

Age Restrictions


Minimum Age:

Disability Tracking Allow volunteers with disabilities to request additional accommodations for this project after signing up.

Allow volunteers to request disability accommodations.

Add an Occurrence

1. In order to add an occurrence to a project, you must first locate the project. You can locate your projects by clicking on **Manage** under **My Projects** on the left-hand navigation bar.
2. Select the project from the drop-down menu and click **Select**. Scroll to the bottom of the page and click **Continue**.
3. Select **Create a new occurrence** from the drop-down menu and click **Edit**.
4. Enter new occurrence details and click **Submit**.



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MY PROJECTS

[Edit Project](#)

Edit Project Occurrence


Step 3

Project Name: Test One-time Email Sign-Ups

Agency: Test

Edit Occurrence

Date of Project Occurrence*		Enter the date of the project occurrence
<input type="text" value="09/27/2006"/>	<input type="button" value="📅"/>	
<small>mm/dd/yyyy</small>		
Start Time*	End Time*	Enter the Start and End times for the Project Occurrence
<input type="text" value="9:00AM"/>	<input type="text" value="9:00AM"/>	
Location*		Select a location for this occurrence from the dropdown menu, or add a new location.
<input type="text" value="222 two st., Austin, TX"/>		
<input type="button" value="Add New Address"/>		

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Modify Project Information

1. In order to modify information on a project, you must first locate the project. You can locate your projects by clicking on **Manage** under **My Projects** on the left-hand navigation bar.
2. Select the project from the drop-down menu and click **Select**.
3. Once the project overview/details screen appears make your changes to the project.

Modify Project Occurrence Information

1. In order to modify project occurrence information on a project, you must first locate the project. You can locate your projects by clicking on **Manage** under **My Projects** on the left-hand navigation bar.
2. Select the project from the drop-down menu and click **Select**.
3. Scroll to the bottom of the page and click **Continue**.
4. Locate the appropriate project occurrence by selecting it from the drop-down menu.
5. Once you have selected the project occurrence, you can make changes to the occurrence by clicking **Edit**. Be sure to click on **Submit** when you are done with making changes.

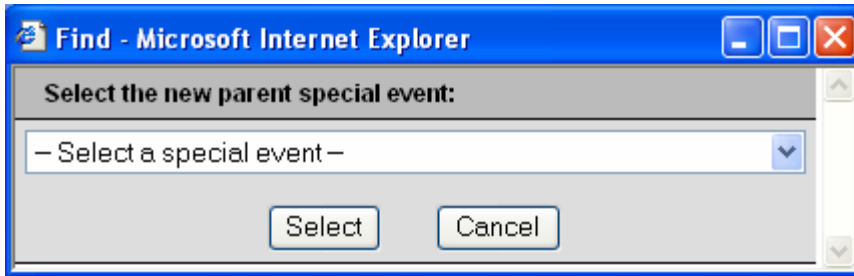
Delete Project Information

- **Entire project:** Currently, projects can only be deleted by HOCT staff members. If for some reason, a mistake was made and a project needs to be deleted from the system notify your HOCT contact person. In addition, you will need to make sure that there are no volunteers or teams assigned to this project.
- **Project occurrence:** Follow the directions under “Modify Project Occurrence Information to locate the occurrence. Click on **Delete**.

Note: Once the occurrence is deleted, it can not be retrieved.

Add a Project to a Special Event (Day of Caring, MLK Day of Service, etc)

1. Click **Manage** under My Projects
2. Select **Create A New Project** and click **Select**
3. Enter Project Name
4. Click **Choose Special Event**
5. Find the special event in the drop down list and click **Select**



6. Complete the form as you would for a one-time full sign-up project


From the Project Occurrence page there are several things you can do:

Tracking Volunteer Signups

1. Click **Browse** or **Search** under My Projects to locate your project
2. Click on the project link
3. Click on the occurrence for which you want to track volunteer signups
4. If any individuals or teams have signed up for the project you will see them listed below the project details.
5. From the Project Occurrence page you may also manually sign up individuals.

Menu

- My Projects
 - Browse
 - Search
 - Manage
 - Recent Items
- Test One-time Ful...

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Main View | View All Occurrences

Test One-time Full Sign-Ups

Occurrence Month: Select Occurrence:
June 2006 Tuesday, July 25, 2006 9:00AM - 12:30PM [Go »](#)

Summary

Tuesday, July 25, 2006 9:00AM - 12:30PM
[Add to Outlook Calendar](#)

Status: Active

222 two st.
Austin, TX 78705
(Travis County)

Size Limit:	10	Sign Up Individuals
Volunteers Signed Up:	1	
Total, with Anon Slots:	1	Sign Up Team

Individuals [- Select -](#) [go >>](#) [Print Check-in Form](#)

Individual Name (Team Name)	Anon Slots
<input type="checkbox"/> 1. Volunteer, Test	0 remove

+ Assigned to occurrence via admin. * Volunteer is a team invitee.

Teams

Team Name:

No teams are signed up for this project

[Update](#)

Check-in Forms

From the Project Occurrence page click on **Print Check-in Form**. The check-in forms will look similar to the one below.

Test One-time Full Sign-Ups

Agency: Test

July 25, 2006 9:00AM - 12:30PM

Project Occurrence Location:


222 Wco st.
Austin, TX 78705

Name	Team Name	Over 18?	Signature
Volunteer, Test		Yes	


Test One-time Full Sign-Ups / July 25, 2006 9:00AM / Page 1 of 1

Emailing volunteers

1. Check the box(es) next to all the volunteers you want to send an email to.
2. Select **Email Selected Individuals** from the drop-down menu and click on **go**.
3. An automated email with information about the project will appear. Subject and Message text may be edited.



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Welcome to the Hands On Central Texas Site, Hands On Test ([log off](#))

MY PROJECTS Project Occurrence

Manage Participants

[Main View](#) || [View All Occurrences](#)

Test One-time Full Sign-Ups

Tuesday, July 25, 2006 9:00AM - 12:30PM

E-mail To: Test Volunteer

Subject:

Message:

{volunteerName},

This is a reminder that you are registered to participate in Test One-time Full Sign-Ups on July 25, 2006 from 9:00AM to 12:30PM. Please note that this is not a project that Hands On Central Texas runs but is run by Test, an outside agency.

Location:

Note: You can use {firstName} and {lastName} to insert the text for the recipient's first name, and last name. Other usable placeholders include: {projectLocation}, {drivingDirections}, {publicTransitDirections}, {pcsInfo}, {affiliateName}, {siteURL}, {occurrenceDay}, {occurrenceStartTime}, {occurrenceEndTime}. We'll fill in the correct text automatically! Note: these slugs are case-sensitive, so type carefully.

Tracking volunteer hours

After a project you can go into Hands On Tech and keep track of how many volunteer hours were completed.

1. From the Project Occurrence page check the box next to the volunteer's name and select their attendance status from the drop-down menu.
2. Click **go** to save your changes.

If you mark a volunteer's status as "Attended" the system will automatically set the volunteer's hours as the length of the project. You may adjust these hours if a volunteer spent more or less time at the project.

Menu

- My Projects
- Browse
- Search
- Manage
- Recent Items
- Test One-time Ful...

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[Main View](#) || [View All Occurrences](#)

Test One-time Full Sign-Ups

Occurrence Month: Select Occurrence:

June 2006

Thursday, July 06, 2006 1:30PM - 3:15PM

[Go »](#)

Summary

Thursday, July 06, 2006 1:30PM - 3:15PM
 222 two st.
 Austin, TX 78705
 (Travis County)

Size Limit:	10	Volunteers Attended:	1	<input type="button" value="Sign Up Individuals"/>
Volunteers Signed Up:	1	Volunteers Unattended:	0	<input type="button" value="Sign Up Team"/>
Anonymous Slots:	0	Unknown:	0	
Total	1	Total	1	

Individuals

-select-

[go >>](#)

Status	Individual Name	Team Name	# of Hours	Admin Hours	Anon Slots	
<input type="checkbox"/> Attended	+ Doss, Ruhi		1.75	0		remove

+ Assigned to occurrence via admin. * Volunteer is a team invitee.